



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE AND SEVENTH ARMY
UNIT 29351
APO AE 09014-9351

AEAGF-C

17 January 2007

MEMORANDUM FOR USAREUR Commanders and Senior Leaders

SUBJECT: Mandatory Use of the Defense Travel System (DTS) for TDY Travel

This memorandum expires in 1 year.

1. References:

a. DOD Management Initiative Decision 921, 18 October 2004, subject: Commercial Travel Management (http://www.dtstravelcenter.dod.mil/Docs/MID_921_CTO.pdf).

b. Memorandum, Assistant Secretary of the Army (Financial Management and Comptroller), 13 April 2005, subject: Defense Travel System (DTS) Usage/Implementation (http://www.dtstravelcenter.dod.mil/Docs/Army_FMMemo13Apr05.pdf).

c. Memorandum, HQ USAREUR/7A, AEAGF-C, 22 September 2006, subject: Fiscal Year 2007 Management Control Process in the Army in Europe.

2. The Defense Travel System (DTS) is being implemented across USAREUR and USEUCOM. This automated travel authorization and payment system provides accurate and immediate payments for official travel expenses. USAREUR major subordinate commands will fully implement DTS within 90 days after the departure of the Defense Finance and Accounting Service (DFAS)/USAREUR fielding team. Travelers are expected to use DTS as the only method for reimbursement of travel expenses.

3. Commanders will ensure that all temporary duty (TDY) travel authorizations and vouchers are processed through DTS. As of the dates described below, finance offices will no longer process manually prepared vouchers and will return them to the requesting unit:

a. Starting 90 days after the date DTS is fielded in units that do not already have it.

b. Starting 30 days after the date of this memorandum for units where DTS has already been fielded for more than 90 days.

4. The Assistant Secretary of the Army (Financial Management and Comptroller) management control checklist for DTS travel at <http://www.asafm.army.mil/fo/fod/mc/amcec/amcec.asp> is a good reference to help commanders ensure adequate internal controls within their units for processing travel vouchers.

This memorandum is available at <https://www.aeaim.hqusareur.army.mil/library/>.

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5. DTS allows split disbursement to immediately pay expenses charged to the Government travel charge card (GTCC). These charges may include airfare, lodging, rental car, fuel, meals, and other official travel expenses. Commanders should ensure that travelers use their GTCC and the split-disbursement payment option for the most expedient payment of travel expenses.

6. The 266th Finance Command, in partnership with DFAS, is fielding DTS and will provide periodic training for organizational defense travel agents and approving and certifying officials.

FOR THE COMMANDER:


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